

FIG. 1A

meeting management / my meetings / overview
[HELP](#)
[rfp](#)
[budget](#)
[events](#)

196

save this meeting
delete this meeting

meeting status

RFP:
Create
Budget:
Draft
Event Manager:
Draft
Meeting:
Pending
Contracted:
☒

meeting info

198

200
Meeting Name \*
National Sales Meeting

202
Start Date\*
07/20/2001
End Date\*
07/25/2001

Attendees\*
200
Estimated Room Nights\*
5
Estimated Peak Night
210

208
Meeting Type
Audience
Destination
206

Facility
Four Points Hotel Buffalo Airport

Planner Name
Chris Smith
Planner Group

212
Meeting Description \*
This meeting is a gathering of our Sales force from across the globe.
214

company data

216

Meeting Requestor\*
Chris Smith
Sponsor Organization
sponsor org

Division
Sales
Accounting Code

Department
International Sales
Region
Select a Region

City
State

Country
Global Region

218

mms defined fields

1.Meeting Approval Code

2.Facility Contracted Date

3.Meeting ID#

save this meeting
delete this meeting

^ Denotes Required Field

FIG. 1B

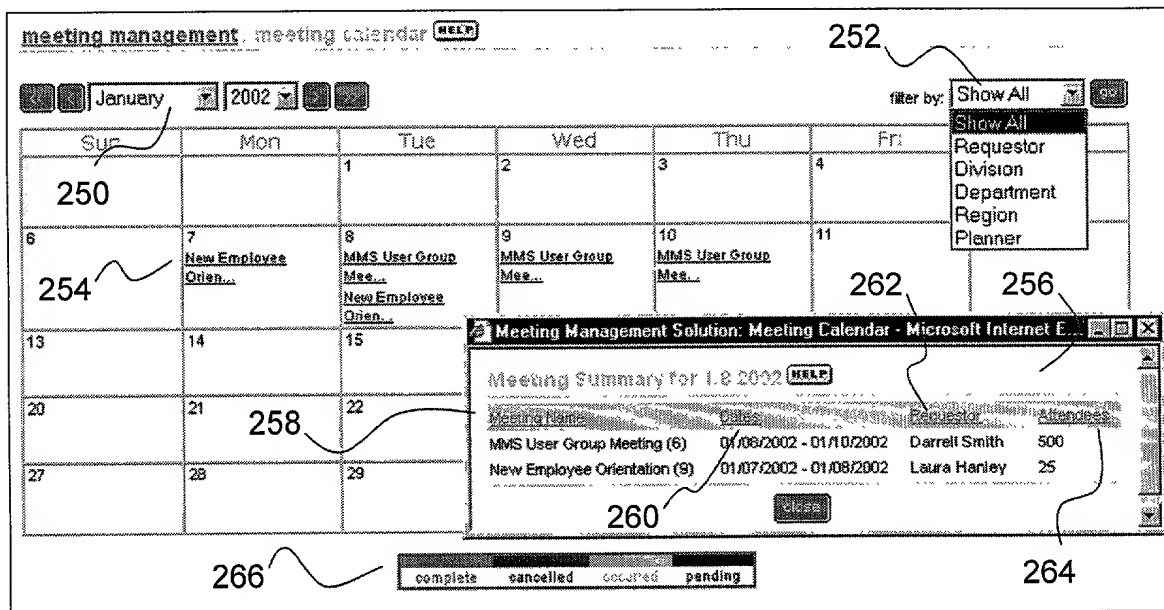


FIG. 1C

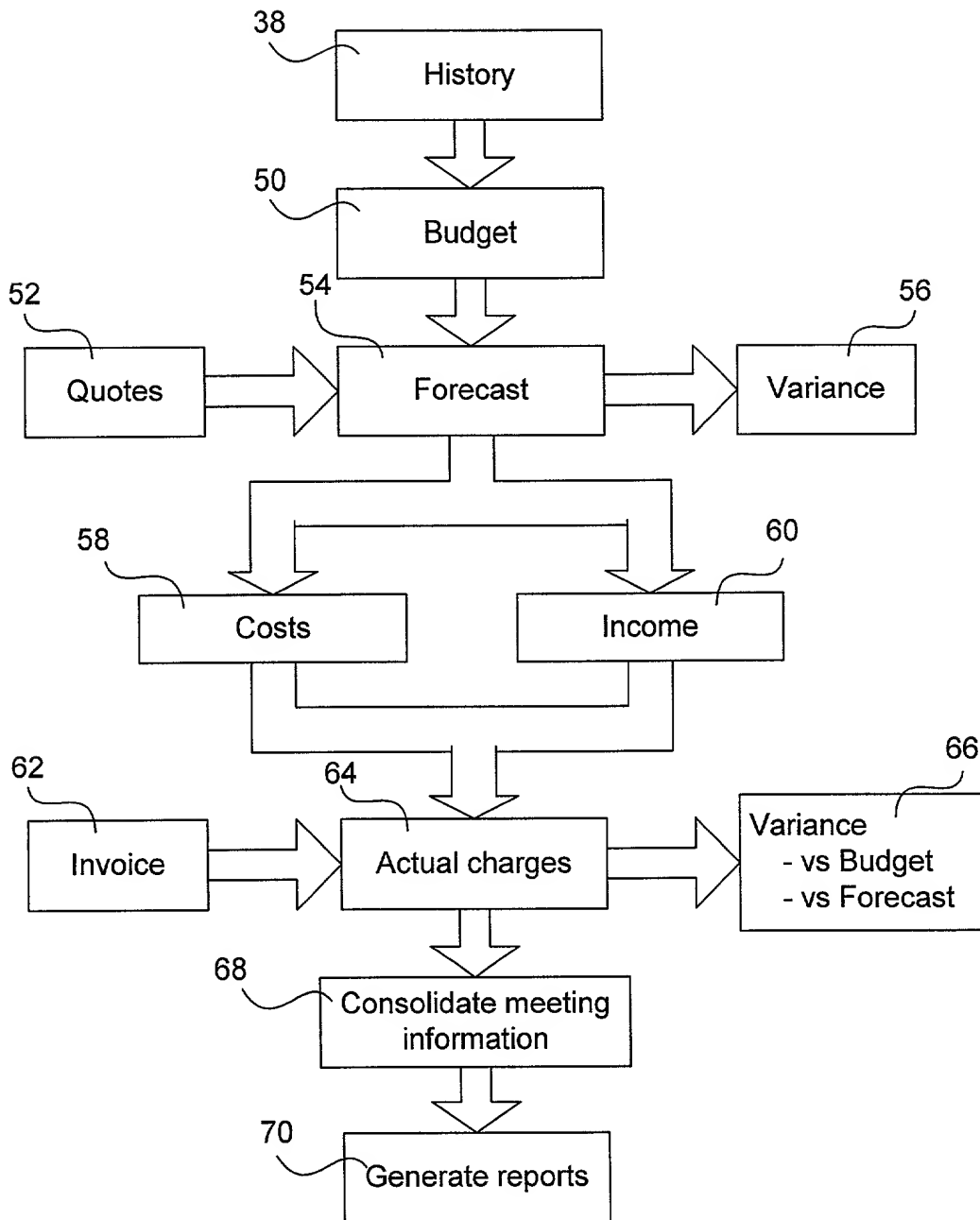


FIG. 2A

230

234

232

236

238

240

242

244

248

meeting management

my meetings

overview

budget

detail

HELP

save

Meeting Name: Employee Orientation - Eas... Dates: 07/19/2001 - 07/25/2001 Property: Latham Hotel

sort by: default

budget details: 1 to 9 of 8 pages: 1

new expenses

add

category	supplier	forecasted	actual	notes	reconciled
Food & Beverage	Latham Hotel	\$ 0.00	\$ 0.00		
Room Rental	Latham Hotel	\$ 0.00	\$ 0.00		
AV Equipment	KVL Audio Visual - DC - Regional Office	\$ 450.00	\$ 0.00		
AV Equipment	Latham Hotel	\$ 300.00	\$ 0.00		
Amendies & Entertainment	Latham Hotel	\$ 0.00	\$ 0.00		
Room Setup	Latham Hotel	\$ 0.00	\$ 0.00		
Misc1	Latham Hotel	\$ 0.00	\$ 0.00		
Misc2	Latham Hotel	\$ 0.00	\$ 0.00		

View Item

New Item

246

FIG. 2B

FIG. 2B

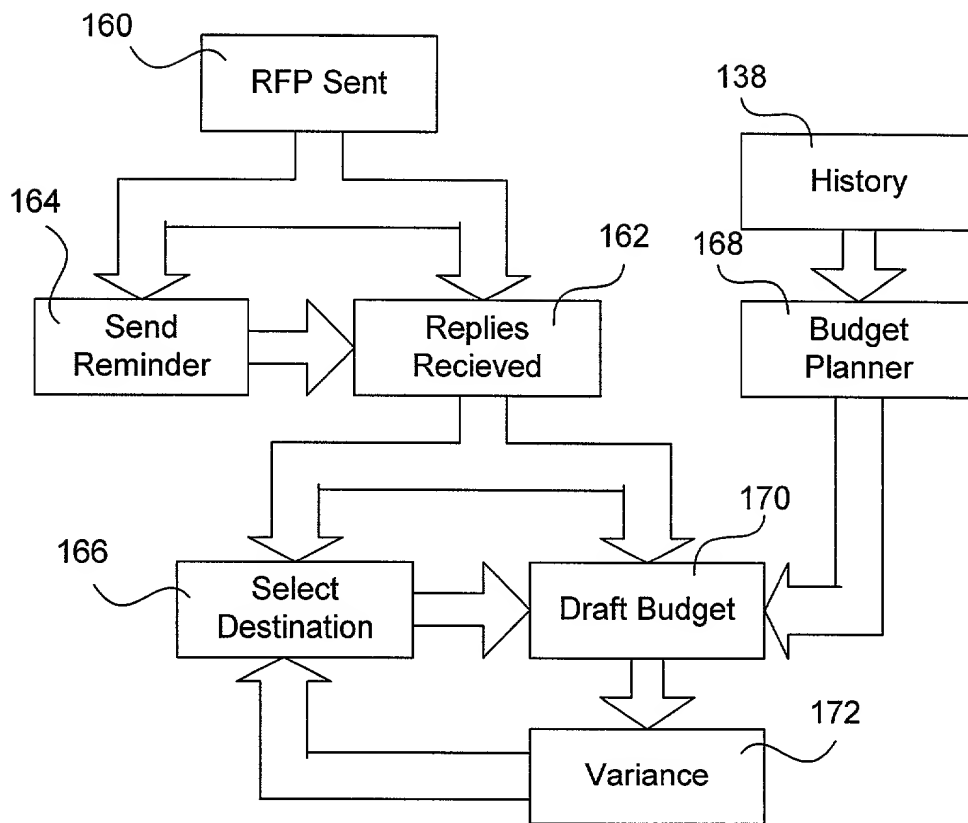


FIG. 3

FIG. 3